

STAFFORD COUNTY SCHOOLS HEALTH SERVICES

REQUEST FOR MEDICATION/TREATMENT DURING SCHOOL HOURS

Stafford County Public Schools requires that if medication/treatments are to be taken by a student while he/she is in school, the school ***MUST*** have the following information completed and on file in the health clinic:

1. A signed order from the physician
2. A signed consent from the parent or guardian
3. The medication in the original container.

THIS APPLIES TO ANY MEDICATION, PRESCRIPTION OR OVER THE COUNTER.

The medication must be kept in the school health office. It is the responsibility of the student to come for it at the proper time.

Exception: The sole exception to the foregoing is student possession and self-administration of inhaled asthma medications for which a separate application and supporting materials are required.

To be completed by the physician:

Student's Name: _____ Grade _____

Medication/ Treatment: _____

Dosage and Time Schedule: _____

Diagnosis: _____

Length of Time Medication/Treatment Required: _____

Precautions, Special Instructions, Possible Side Effects, Comments: _____

Name of Physician (Printed): _____

Signature of Physician: _____

Address: _____

Telephone: _____ Date: _____

To Be Completed By Parent or Guardian:

I request that school personnel give the above medication/treatment ordered by the physician as stated, according to the directions given. I authorize a representative of the school to share information regarding this medication/treatment with the above health care provider if necessary. I understand and agree to comply with the school's policies and procedures as stated on the back of this form.

Date

Signature of Parent/Guardian

*Please read guidelines on reverse side

STAFFORD COUNTY SCHOOLS HEALTH SERVICES

REGULATIONS ON THE ADMINISTRATION OF MEDICATION/TREATMENT DURING SCHOOL HOURS

A. GENERAL POLICY

1. No pupil shall be given medications/treatments during school hours except upon the written request from a licensed physician who has responsibility for the medical management of the pupil. All such requests must be signed by the parent or guardian. Medication/treatments should be brought to school by a parent/guardian. Permission forms must be renewed yearly. Short term medications, such as antibiotics, may be given when the medication is in the original pharmacy container and lower portion of form signed by parents/guardians..
2. Nurses do not accompany students on field trips. Prior arrangements need to be made by parents and teachers for medications/treatments with approval of the nurse.

B. RESPONSIBILITY OF THE PARENT OF GUARDIAN

- I. Parents and guardians shall be encouraged to cooperate with the physician to develop a schedule so that the necessity for taking medication/treatments at school will be minimized or eliminated.
2. Parents and guardians will assume full responsibility for the supplying of all medications (please ask the pharmacist to provide a separate container for the school).
3. Parents or guardians should deliver any medication/treatment to be administered under this policy. All controlled medication (such as Ritalin & Dexedrine) will be counted and documented at the time of delivery by school personnel.

C. RESPONSIBILITY OF THE PHYSICIAN

- I. A request form for each prescribed medication/treatment must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school nurse in the school clinic.
2. Medication containers must be clearly labeled with the following information:
 - A. Pupil's full name
 - B. Physician's name
 - C. Physician's telephone number
 - D. Name of medication
 - E. Dosage, schedule, and dose form
 - F. Date of expiration of prescription
3. Indicate to pharmacy if another bottle needs to be prepared for the school.

D. RESPONSIBILITY OF SCHOOL PERSONNEL

1. The school nurse/designee will assume responsibility for placing medication in a locked cabinet. Controlled medication will be counted and documented at the time of acceptance.
2. The school/nurse designee will administer all medications/treatments as ordered by the physician and will document date/time.
3. Discontinued or unused medications must be picked up by the parent/Guardian. If not claimed by the end of the school year, the school nurse will properly dispose of the medication.